

### ECEAP Contractor Calendar 8/1/09 – 7/31/10

	What's Due	Meetings	Training/Conferences
<b>August</b>			
8/15	-July voucher -July EMS Monthly Report		
<b>September</b>			
9/15	-August voucher -August EMS Monthly Report -Data entry completed or updated in EMS for Contractor Information, Subcontractor Information and Program Information Forms (PIF)		
9/30	-If applicable, request for use of part of ECEAP funds as federal match -Updated Contractor Staff Contacts Form		
<b>October</b>			
10/2		ECEAP Directors Meeting, Yakima Arboretum	
10/8 - 9			Basic DECA, Spokane
10/14; 10/21		Family & Community Partnerships Head Start Cluster	
10/15	-September voucher -September EMS Monthly Report -Child Enrollment Forms (CEF) for all enrolled ECEAP children must be entered into the EMS		
10/15-17			WAEYC Conference
10/28-30		WSA Fall Meeting, Spokane	
10/30 - 31			DECA Advanced Resilience Training, Pasco, Call (509) 545-6145 for more info
<b>November</b>			
11/5 - 6			Basic DECA, Everett
11/5; 11/17		Education & Disabilities Head Start Cluster	
11/12 - 13			Basic DECA, Olympia
11/15	-October voucher -October EMS Monthly Report -All CEFs must be complete and without errors		
11/19 - 20			Basic DECA, Wenatchee
<b>December</b>			
12/1 - 3		WSTC Directors Meeting	
12/15	-November voucher -November EMS Monthly Report -All CEFs must be complete and without errors		
<b>January – Legislative session begins</b>			
1/15	- December voucher -December EMS Monthly Report -All CEFs must be complete and without errors		
<b>February</b>			
2/15	-January voucher -January EMS Monthly Report -All CEFs must be complete and without errors		
2/17 - 19		WSA Winter Meeting	
2/28	Staff qualifications update		

<b>March</b>			
3/2; 3/9		Education & Disabilities Head Start Cluster	
3/4 - 5		ECEAP Directors Meeting, Olympia	
3/15	-February voucher -February EMS Monthly Report -All CEFs must be complete and without errors		
3/30	-Signed E-DECA Data Release for e-DECA users		
<b>April – Legislative session ends</b>			
4/7;4/14		Family & Community Partnership Head Start Cluster	
4/15	-March voucher -March EMS Monthly Report -All CEFs must be complete and without errors		
<b>May</b>			
5/15	-April voucher -April EMS Monthly Report -All CEFs must be complete and without errors		
5/30	-Updated and signed Service Area Agreements		
<b>June</b>			
6/15	-May voucher -All CEFs must be complete and without errors -May EMS Monthly Report		
6/28 - 30			WSTC Summer Institute, Central Washington University
6/30	-ECEAP Self-Assessment -Signed ECEAP contract -DECA results for paper DECA users only		
<b>July</b>			
7/10	-Final voucher due for state fiscal year closing -June EMS Monthly Report	WSTC HS/EHS Directors Retreat, Leavenworth	
7/15	-Current Certificate of Coverage or letter of self-insurance		

#### IMPORTANT TIMELINES:

- **Enrollment:** 100% of funded ECEAP slots by 30 calendar days after children's classes begin.
- **Dental Screenings:** Children who have not had a dental exam within the last six months must receive one within 90 days of their first day in the classroom.
- **Medical Exams:** Children who have not had a medical exam within the last 12 months must receive one within 90 calendar days of their first day in the classroom.
- **Health Screenings:** Children who have not had a health screening within the last six months must be screened within 90 calendar days of their first day in the classroom (Standard D-7).
- **Developmental Screenings:** Screening for each child must occur within 90 calendar days of the child's first day of class (Standard E-11).
- **DECA Assessments:** Complete for each child present during the first eight weeks of the school year, and for each child present during the last eight weeks of the school year.

#### ONGOING:

- **Program reviews** - see schedule on Website: [www.del.wa.gov/publications/eceap/docs/ECEAP\\_Program\\_Review\\_Calendar.pdf](http://www.del.wa.gov/publications/eceap/docs/ECEAP_Program_Review_Calendar.pdf)
- Send in **current audit report** when available.
- Send **updated insurance certificate** when current one expires. For programs that are self-insured, DEL must have updated documentation/letters on file.